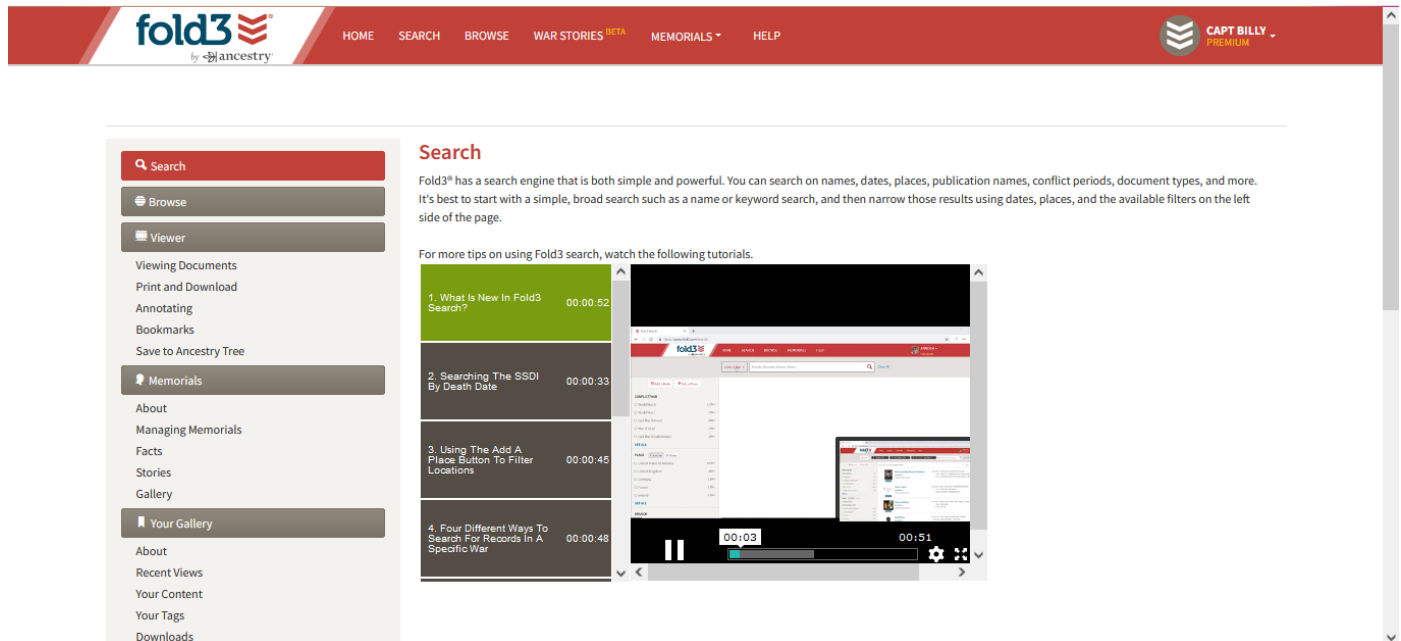


Fold3 Training Center

22 June 2022

Summarized and edited by Bill Barrett from fold3 training center: <https://www.fold3.com/help>

Search:



You can search on names, dates, places, publication names, conflict periods, document types, and more. It's best to start with a simple, broad search such as a name or keyword search, and then narrow those results using dates, places, and the available filters on the left side of the page.

Browse:

What is the difference between Browse and Search?

Browse simply allows you to browse all the collections (publications) available in your desired research area. For example, if you're searching WWII records, you can browse all WWII collections and then you can start to narrow the results by adding filters like country, military branch, or type of record. Simply stated, "browse" is a great way to see what collections are available, and "search" is the best way to look for individual records.

How does it work?

When you use browse, you'll see a column on your left. This is where you'll add filters. You can then scroll down through the column on the right to see any collection available that contains relevant records. Browse is a great way to explore fewer familiar collections.

You can also search directly from any level in browse by using the Search box at the top. Searching from Browse automatically filters your search to only include results from the publication title you are browsing.

As you click on selections in the browse categories, you may see an **info button (i)** appear next to the publication name. This Info button will take you the title publication information page which includes a description and more details, sample images, record completion and count and source information.

If you drill down to the Page level, selecting the thumbnail image of a page that interests you will open it in the document Viewer for easier inspection.

Using Browse in the Viewer

The Viewer has a built-in browse tool to easily navigate to other documents or images. Click on the oval image location box at the top of the Viewer to open Browse.

Viewer:

Viewing Documents: The viewer lets you explore, annotate, print, and save documents and images.

Print and Download

When you find an image or document that you would like to print or download, you can do so from the viewer.

To Save from the Viewer

1. Click the Tools button in the viewer's toolbar
2. Click the Download button
3. Choose Entire Page or Select a Region
4. Select the file format you would like to download (JPG or PDF)

Save Location

When you save an image, the Viewer automatically saves it in your computer's Downloads folder, as specified in your browser. If you use Chrome or Firefox, you can change your browser's settings so that it always asks where to save files. Simply do the following:

Chrome:

1. Select the Menu button (the icon at the top right that looks like three stacked horizontal lines)
2. Select Settings
3. At the bottom of the Settings tab, select Show Advanced Settings...
4. In the Downloads section, check the box for Ask where to save each file before downloading

Firefox:

1. Select the Menu button (the icon at the top right that looks like three stacked horizontal lines)
2. Select Options
3. On the General tab, go to the Downloads section and select Always ask me where to save files

To Print from the Viewer

1. Click the Tools button in the viewer's toolbar
2. Click the Print button
3. Choose Entire Page or Select a Region
4. Follow the instructions for printing

Keyboard Shortcuts

Print: P

Save: S

Annotating

Annotations make documents and images easier to find when using the Fold3 search. They also make it easier to find things on the page since annotations can be applied to a specific area of the image. Annotations can be flagged as Name, Person, Date, Location, Transcription, or you can add a simple Comment.

Creating an Annotation

1. Click on the Annotate button in the Viewer toolbar
2. Drag the selection area to the desired location and resize it to your highlight area
3. OR click and drag a new selection
4. OR click Select entire image
5. Choose the type of annotation from the dropdown at the top
6. Type the text of your annotation in text box provided

You can view annotations to the images by opening up the Info pane at the bottom (Click the Info button near the bottom of the screen to open the Info pane) and click Contributions.

Keyboard Shortcuts

Create Annotation: A

Bookmarks

Bookmarking an image adds the image to your Bookmarks list. It also adds the image to your Gallery.

To Bookmark an Image

1. Click the Bookmark icon at the top

Note: You can click on the Bookmark icon again to remove the Bookmark.

To access your Bookmarks list, click on your member name in the header, then select Bookmarks

Save to Ancestry Tree

Save to Ancestry Tree

1. Click on the Save to Ancestry button in the Viewer toolbar
2. Log into Ancestry (Optional: If you are already logged into Ancestry this step will be skipped).
3. Select the Tree and Person you wish to save the link to connect.
4. Click Save

The link to the Fold3 image will be saved on the Profile of the person selected, under Sources/Other Sources.

Memorials:

About

Memorials are an excellent way to remember the People, Topics, Events, Places, and Organizations from your past. Fold3 has millions of Memorials created from our vast collection of records to give you a head start. You can add information to an existing Memorial or easily create a new Memorial from any record on Fold3. You can even create one from scratch. Memorials make it easy to share and collaborate with others, and you can make as many as you would like.

Memorials also have the added feature of honoring military heroes from your family. Just add the military service information to a person Memorial and watch the page transform with conflict-specific backgrounds, military seals, flags, and data.

Use Memorials to:

- Remember those from your past and present
- Write a biography or memorial for a favorite person
- Share photos, stories, and facts about your ancestors with family and friends
- Collaborate with others
- Highlight and collect documents you find on Fold3

What you can do on Memorials:

- Attach pictures and documents
- Connect to other Memorials or add web links
- Easily gather facts or organize details
- Attach image and index records from Fold3
- Tell stories and include photos
- Optionally prevent others from modifying or contributing to pages you create

- Save a link to your page on your Ancestry tree
- Create special Military Memorials to honor the veterans in your family

Managing Memorials

Creating a Memorial

1. From the Memorials menu at the top of the page choose
2. Select the kind of Memorial you want to create
3. Add a Name/Title and a Description (optional)
4. Click Create Memorial

Fold3 then creates the Memorial and opens a Page Settings dialog. From here you can add a profile photo, assign a background photo, edit the title and description, and mark the page as being private if you would like. You also have the option of adding military information for person Memorials, which transforms the page into an Honor Page with conflict-specific backgrounds, military seals, flags, and data.

Editing Memorial Settings

Clicking on the Edit button on the right side of the page opens a dialog that allows you to change the page Title and Description, update the Profile and Background information, and update privacy information. You can also delete the page using the Delete Page button at the bottom of this dialog.

Saving to Ancestry

You can easily save a link to your Memorial on an Ancestry person page.

1. Click on the Save to Ancestry button on the top of the page.
2. If you are not already logged in to Ancestry, you will be asked to do so.
3. Select the tree and person to which you wish to save the link.
4. Click Save.

Sharing your Memorial

You can share your Memorial with friends via email, Facebook, Twitter, or Google. You can also embed your page elsewhere. Just click on the Share button at the top of the page, to the right of the Memorial title.

Bookmarking Memorials

When you create a Memorial, it is automatically bookmarked so you can easily find it later. From the top of the page, either choose Memorials and then Your Memorials or hover over your username in the top right and choose Bookmarks in the menu that appears.

To add or remove a bookmark from a Memorial, click on the Bookmark icon at the top of the Memorial, to the right of the Memorial title.

Facts

Facts are only available for person Memorials. Important details for the person can be entered on the Facts tab, including vital information such as birth, death, and military details. Adding facts with specific names, places, and dates makes finding your Memorial easier for others.

Click on the Facts tab at the top of the Memorial to view and manage facts. You must have a Fold3 account and be signed in to add or edit Facts. If a Memorial is marked as Private, only the owner can add or edit the Facts for that Memorial.

Adding Personal Information

1. Click on the Facts tab at the top of the Memorial
2. Click on the Add button. (If you don't see the Add button, you may not be signed in, or the page has been made private by the owner.)
3. Select Add Life Fact from the drop down

From here you can select the type fact you want to add, then enter the value of the fact, such as a place of residence or a death date.

You can also add Custom facts, which allow you to give your own name to the fact as well as providing a value. For example, if you want to add a fact for Christening Date, you will select Custom Date from the drop down, enter Christening Date as the Fact Name, then enter the date of the christening in the Custom Date field.

Adding a Military Event

1. Click on the Facts tab at the top of the Memorial
2. Click on the Add button. (If you don't see the Add button, you may not be signed in, or the page has been made private by the owner.)
3. Select Add Military Event from the drop down

To create your Military Event, select a country from the Served For drop-down, and so on. Once you save the military event, your page will be transformed into an Honor Page, with a conflict-specific background image and other icons that pertain to that period

A Military Event is most often associated with a conflict (like World War II, for example), and can contain multiple militarily related facts.

Adding, Editing, and Deleting Facts

Once you have added Personal Information and/or a Military Event, you can add additional facts **of the same type** by clicking on the + symbol at the right of the fact. For example, if you created a Custom Fact, you could add another Custom Fact using this + icon. If you added a Military Fact, clicking the + symbol will allow you to add another Military Fact for that conflict. If you want to add a fact that doesn't match the type you've already added, you will need to follow the steps listed above.

You can also edit and delete individual facts by clicking on the fact to expand it, then clicking on the appropriate icon to the right.

Stories

Stories can be added to any Memorial and can contain formatted text, HTML links, and photos. You can also associate them with a location and/or a date. You must have a Fold3 account and be signed in to add or edit stories. If a Memorial is marked as private, only the owner can add or edit stories for that Memorial. For Topic, Event, Place, and Organization Memorials, the initial story is also displayed on the Summary tab.

Adding a Story

1. Click on the Stories tab at the top of the Memorial
2. Click on the Add button at the left. (If you don't see the Add button, you may not be signed in, or the page has been made private by the owner.)

From the Edit Story dialog, you can add a title or leave that field blank. Click on Add Text or Add Image to include a block of text or image with your story. You can even add more than one image to an image block to show them side by side. Near the bottom of this dialog are areas for entering location or date information, if applicable.

Note that you can add multiple text and image areas within a single story.

Editing a Story

1. Click on the Stories tab at the top of the Memorial
2. At the bottom of the story, you want to edit, click the Edit button. (If you don't see the Add button, you may not be signed in, or the page has been made private by the owner.)

From the Edit Story dialog, you can add or edit text or images. If you want to rearrange the order of text or images in your story, click on the item you want to move, then click on the arrow buttons to the right. Likewise, to delete entire text or image blocks, click on the item you want to delete, then click the Delete button on the right.

Deleting a Story

To delete a story, click on the Delete button at the bottom of the story. If you don't see the Delete button, you may not be signed in, or the page has been made private by the owner.

Gallery

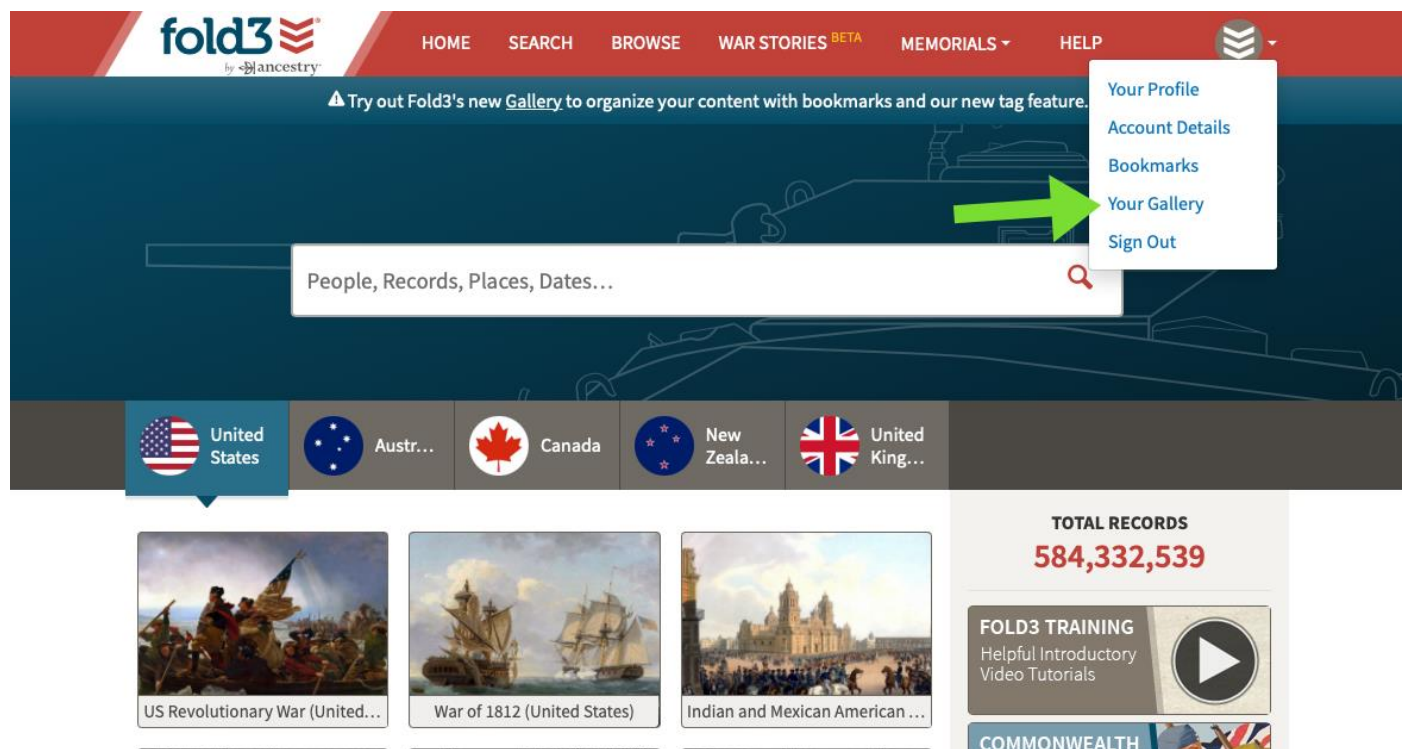
Images can easily be added to Memorials by clicking on the Gallery tab at the top of the Memorial and clicking on the Add a photo or record box. Select from Recently Viewed images or upload a new image by clicking on the Upload button. You must have a Fold3 account and be signed in to add or remove images. If a Memorial is marked as private, only the owner can add or remove images for that Memorial.

Your Gallery

About

Gallery and Tags are a great way to organize your Fold3 records, Memorials, photographs, and documents into personalized groupings that are easily accessible and recalled. You need a Basic Membership and must be logged in to access your Gallery and Tags.

Your Gallery: To access your Gallery, click on the drop-down box below your name and select "Your Gallery."



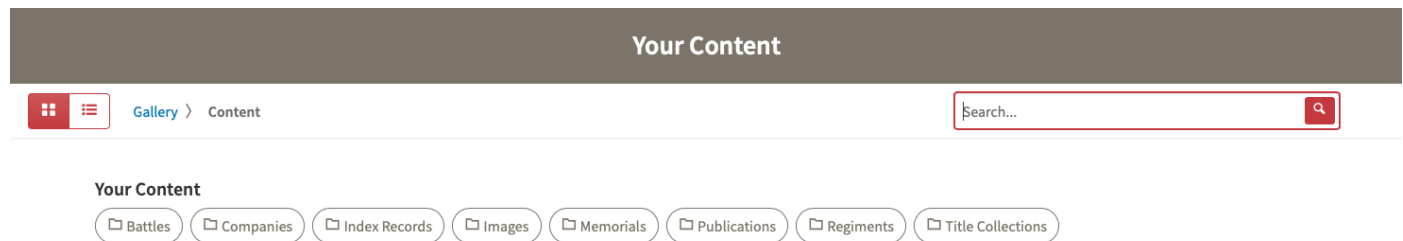
Once you are in your Gallery, you will see Recent Views, Your Content, and Your Tags. You can customize your dashboard by displaying your images in a tile format (the default) or the list option in the upper left corner.

Recent Views

As you browse through records and collections, Fold3 keeps track of the items you've recently viewed. You can see the six most recent images in the display. When you select "See All," you can expand this window to include your 50 most recently viewed items.

Your Content

Your Content contains all the records, images, Memorials, and collections that you have created, contributed to, or tagged.



Battles: Tag a Battle page for quick recall. (See Your Tags section below for using the Tags feature.)

Companies: Tag a Company page for quick recall.

Index Records: See any indexed records that you have included in a Memorial or have added corrections or annotations.

Images: Adding your own images is easy, free, and a great way to preserve and share historical photographs and documents. To upload images simply follow these steps:

1. Go to the Images section in your Gallery and click the Upload button.
2. Select one or multiple images from your computer. You can drag and drop the desired image or select the image from your computer.
3. PC: Hold down Shift or CTRL while clicking to select multiple files.
4. Mac: Hold down the Shift or the Command/Apple key.
5. Choose whether you want to upload your images to your Gallery or to a specific Collection or Memorial.
6. Add an image title and click the Upload Images button.

Once the images are in your Gallery, you can edit their names, add descriptions, and connect them to other images. The more detail you provide, the easier it will be for others to find your contributions. You can filter your images by showing images you have tagged and images you have contributed.

Fold3 supports. Jpg, .gif, .tif, and .png images that are less than 10 megabytes in size.

Memorials: The Memorials tab will take you to all the Memorials you have created or contributed to. From there, you can search those Memorials for names or specific content. You can also filter your search to Memorials you have created or Memorials you have contributed to.

Publications: You can tag frequently searched Publications for quick access from Your Gallery.

Regiments: Tag frequently searched Regiments for quick access from Your Gallery.

Title Collections: You can tag frequently searched collections for quick access from Your Gallery.

Your Tags

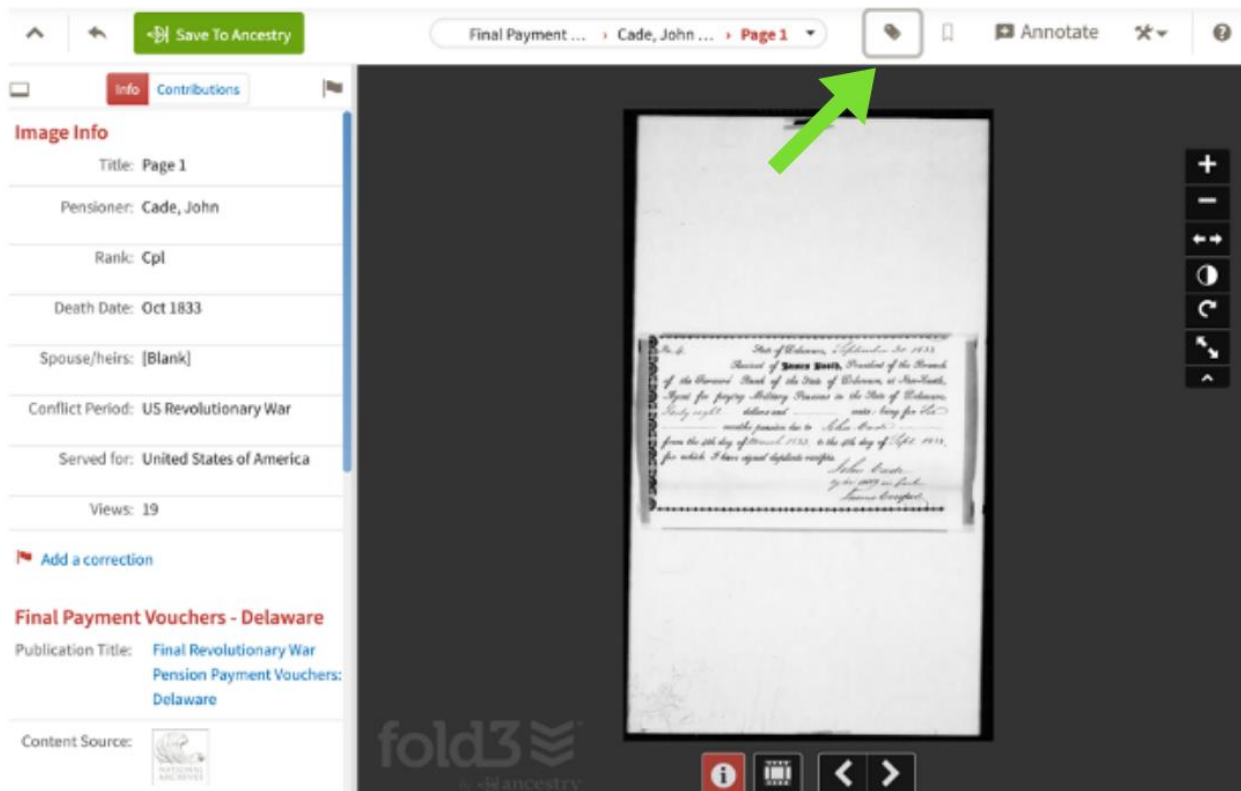
You can organize all of your research and content using Tags. Tags give you the ability to group items together that can be easily searched and recalled.

How Do I Add Tags? Tags can be added from your Gallery, from Memorials, or from any individual record. Just look for this tag icon or click on the words “Add tags.”

When you click on the tag icon, a dialogue box appears that allows you to add a new custom tag or select from a tag you’ve previously used.



Add as many tags as you would like to each record.



From Your Gallery, you can also make changes, edits, or delete Tags when you click on “Manage your Tags.” To delete Tags, just click on the garbage can icon. To edit Tags, click on the Tag and make any desired edits.

How Do I View the Records I’ve Tagged? Once you have created tags, you can quickly access the records you’ve tagged under “Your Tags.” Simply click on the desired tag. In this example, we created a collection and tagged it “Color WWII.”

Downloads

Downloads

 <p>F-4G - Page 4</p> <p>IMAGE</p> <p>Expires: 18 May 2022</p> <p>Download</p>	 <p>583c-d - ADSEC, Comm...</p> <p>IMAGE</p> <p>Expires: 18 May 2022</p> <p>Download</p>	 <p>Sheet 1b</p> <p>IMAGE</p> <p>Expires: 18 May 2022</p> <p>Download</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

If you have downloaded content from the Viewer, the downloads will appear in your gallery at the bottom of the page. Downloads are kept for a few days so you can come back and download your content. The expiration date is displayed on the download for your convenience. As downloads expire, they will be removed from your gallery.

To download content from your gallery, click the 'Download' button at the bottom of the tile. To view the content in the Viewer, click on the image in the tile.

Profile Pages

Each Member of Fold3 has a public Profile Page that displays basic information about them and a list of their contributions to the site.

Your Profile

You can update your profile to:

- Include a photo that represents you.
- Specify your general location.
- Share your interests in the About Me section.
- Choose whether or not to allow other members to contact you.

In addition, your Profile Page shows the contributions you have made to Fold3, including:

- Annotations, connections, and comments you have made
- Memorials you have created
- Images you have uploaded

Other Members' Profiles

Profile Pages of other members can be a great way to find interesting information. When you see contributions added by other Fold3 members, you will see their image and member name next to it. Clicking on the Member name will take you to their profile page where you will find a full list of contributions they have made to Fold3. When you find other members with interests similar to yours, you can contact them to get more information or share an insight, if they have that feature enabled.

Recommended Links:

Fold3 Military Records: A Quick Tour

<https://www.youtube.com/watch?v=DaxI3aOM55c>

Family Tree Magazine; 2021, 9:44 minutes

Fold3 Non-Military Records: Branching Out Series; Non Military Records in Fold3 Library Edition

<https://www.youtube.com/watch?v=mNJJux8PvyM>

City of Carlsbad, CA Library; 2020, 12:00 minutes

How to Use Fold3 (military and non-military):

<https://www.youtube.com/watch?v=AS30WSxZjrw&list=PL7IJZEyd8ZrjaxWRqcmsYCD2Q3Kd0NzSY&index=3&t=382s>

Samuels Public Library; 2020, 58:08 minutes

Long, but very thorough – it is worth the time.

YouTube Search: Use exactly “fold3.com search” otherwise you get several videos about the Samsung fold3 cell phone.